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TRANSMITTAL SHEET

Attached are a new cover and updated pages for the Directory of Services Version 2.1. Please incorporate these pages as follows:

Remove	Insert
Version 2 cover and spine	Version 2.1 cover and spine
Pages i-ii	Pages i-ii
Pages 11-12	Pages 11-12
Page 27	Page 27
Pages 37-38	Pages 37-38A
Page 69	Page 69
Pages 71-78	Pages 71-78
Pages 93-100	Pages 93-100
Page 103	Page 103
Page 117-154	Pages 117-154
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The Service Center is the Bureau's source for technological, business, and natural resource systems and services. Service Center employees contribute uniquely to the success of the Bureau's mission. Through teamwork and dedication, we make a difference.

This directory is intended to inform clients, both within and outside the Bureau, of the wide variety of services they may request or expect from the Service Center. It will be updated as necessary. Requests for additional copies of this directory should be addressed to the Printed Materials Distribution Section (SC-657B) at:

Bureau of Land Management
Service Center
Building 50, Denver Federal Center
P.O. Box 25047
Denver, CO 80225-0047

Suggestions for improvements are appreciated. Please direct comments to the Technology Transfer Staff (SC-140) at the address above. An evaluation form is provided for your convenience on the last page of this directory.

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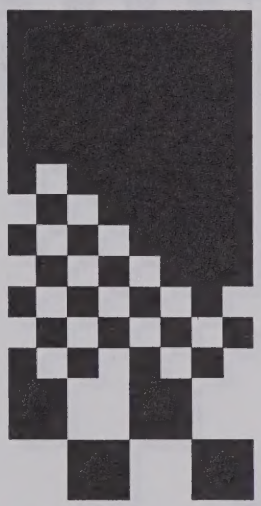

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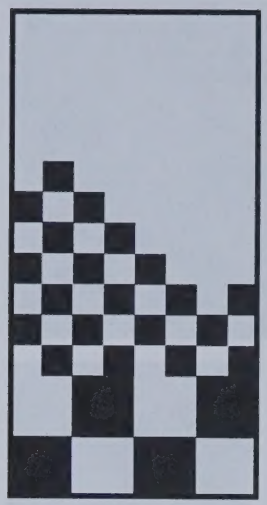

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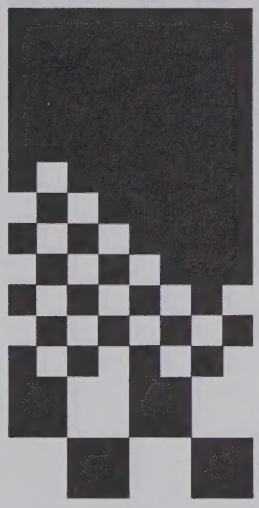
Cadastral Survey

Services



Training:

- In response to diverse field office requests, coordinates with Phoenix Training Center to conduct, manage, and design classroom training courses and seminars.

Development:

- Performs the required analyses of surveying instrumentation, techniques, and systems developed by private industry and other Government organizations before procurement, adoption, or adaptation by the Bureau for surveying activities.

Consultation:

- Provides technical leadership and consultation for cadastral applications of all phases of geodesy.

- Provides technical assistance, in response to field office requests, for the use of cadastral software applications and instrumentation system operations.

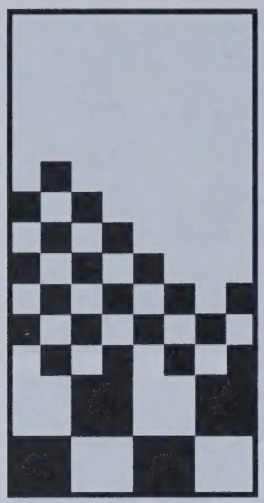
- Provides cadastral expertise and input relative to spatial data standards and concepts as they apply to land surveying.

Other:

- Manages the cadastral survey equipment cache. Provides rapid, temporary replacements of surveying instruments for BLM cadastral field crews in order to avoid downtime; maintains expensive or one-of-a-kind systems for project surveying; procures new instrumentation and maintains current systems; provides specialized training for new or complex systems; initiates consolidated procurements of cadastral equipment and survey monuments.

- Presents professional papers at national conventions and meetings as directed by the BLM WO or as requested by field offices.

These services are provided by the Division of Technical Services (SC-670). The Division of Project Management (SC-320) is a secondary source of information on cadastral survey as it relates to the GCDB Project data collection contract, verification, and validation.



Automation Assistance

Prepares, tests, and documents computer programs for unique cadastral survey systems, e.g., Global Positioning Systems (GPSs). Provides user support and generates standards and specifications for new applications and concepts.

Clients

Clients are primarily cadastral survey field personnel in all BLM SOs. However, services are also provided for SC Divisions and Staffs, other Federal agencies, State and local government offices, the private sector, international organizations, and professional societies.

Contacts

Procedures for obtaining services from the SC vary according to the scope of services required, the client's location, the funding required, the procedures of the servicing office, and many other factors. The best way to start is by making a phone call. The SC contacts for Cadastral Survey are listed beginning on page 124 of Appendix 3.

Eastern States Data Conversion/Collection

Services

Provides programming support and the Development and Technical Representative to the Eastern States (ES) Project on the conversion of other agencies' Status data.

Provides data analysis, program specifications, and development and testing for the conversion software.

Coordinates with other agencies on establishing conversion procedures, data content, and refinement of data relationships.

Develops the conversion software and ORACLE forms.

Provides the conversion software package for installation on the ES Jackson and Milwaukee Districts' PRIME computers.

Provides system documentation, technical support, user guides, and conversion training to the ES District Offices.

These services are provided by the ES Data Conversion Project Staff (SC-329.03) in the Division of Project Management (SC-320).

Automation Assistance

Provides assistance for:

- ALMRS/Modernization Project
- Geographic Coordinate Data Base
- Interim Record Release 2
- Initial Operating Capability (IOC)
- Data Projects

Clients

These services are provided for Eastern States, field offices, and other BLM Project Managers.

Contacts

Procedures for obtaining services from the SC vary according to the scope of services required, the client's location, the funding required, the procedures of the servicing office, and many other factors. The best way to start is by making a phone call. The SC contacts for ES Data Conversion/Collection are listed beginning on page 129 of Appendix 3.

Finance

Services

Provides Federal Financial System (FFS) security. Security tables are maintained to control all access to the Bureau's financial system and allow only a select match of document input authorization and individuals based on assigned duties. The FFS Security Coordinator handles requests for changes to individual security profiles.

Distributes FFS production reports and addresses questions and issues concerning these processes. Systems production is controlled at the SC, and includes scheduling, coordinating with the BOR's Administrative Service Center, managing production error conditions, coordinating nightly parameters, and managing system resources. Distributes all reports to users via electronic transmission, microfiche, or paper copies.

Develops financial systems. New information requirements or changes in dependent systems require an ongoing financial systems development effort; the developmental products can range from a new report or resorting of data on an existing report, to a new subsystem or interface. Provides skills to analyze problems, define functional requirements, and test and implement system changes.

Provides accounting services that affect, in some way, all customers inside and outside the Bureau. Information is available in the form of online tables, reports, and custom inquiries. Offers a considerable variety of accounting services, including:

- Office of Management and Budget (OMB), Treasury, and Departmental Reporting
- Working Capital Fund (WCF) Operations
- Accounts Receivables and Collections
- Project Accounting
- Property Accounting
- Labor Cost Reconciliation
- Cash Reconciliation
- General Ledger Maintenance

Provides budget and program information, improving outreach to customers. Users of the Bureau's management reports frequently call with questions on the contents or the interpretation of the data. Answers incoming calls in the Branch of Budget and Program Information and directs them appropriately. Also coordinates training requirements, and occasionally presents training courses, such as the billing and collections workshop.

Administers Payments in Lieu of Taxes (PILT) Program and answers questions regarding PILT payments and entitlements. The Bureau PILT Program disburses approximately $100 million a year to local governments to compensate for lower tax bases due to Federal Government land within its boundaries.

Processes payments to states and local government (non-PILT), and answers questions relating to these payments. The Bureau receives over $200 million a year in special receipt funds that must be accurately processed and shared with state and local governments in accordance with authorizing legislation. Also answers questions relating to collections to the Special Receipt funds.

Processes payments to employees and vendors (nonpayroll) and answers questions relating to the status of payments, receipt of invoices, travel vouchers, and unliquidated obligations. All Bureau Treasury payments (excluding payroll) are processed centrally through the SC, including employee travel-related payments and payments to vendors for goods and services delivered to the Bureau.

These services are provided by the Division of Finance (SC-610).

Automation Assistance

Administers FFS production and security by controlling and monitoring all input to and output from the system, and provides training to the Bureau on FFS.

As requested, provides input, assistance, coordination, and personnel for the development of new automated financial systems or the modification or conversion of existing systems.

Uses the following automated systems:

- FFS
- Grazing Authorization and Billing System (GABS)
- ALMRS
- Payroll/Personnel System (PAY/PERS)
- Automated Fleet Management System (AFMS)
- Automated Personal Property System (APPS)
- Automated Lease Management System (ALMS)
- Remote Entry of Time and Attendance Reporting System (RETARS)

Clients

Services are provided for internal BLM offices, external Government offices (Treasury, OMB, Department), non-Government vendors, and State and local governments.

Contacts

Procedures for obtaining services from the SC vary according to the scope of services required, the client's location, the funding required, the procedures of the servicing office, and many other factors. The best way to start is by making a phone call. The SC contacts for Finance are listed beginning on page 131 of Appendix 3.

Fire Management

Services

Participates in developing an Interagency Information Strategy Management Plan for the National Wildfire Coordination Group (NWCG) and Information Resources Management (IRM) working group.

Supports the Bureauwide fire program by providing trained and qualified personnel to assist during fire season and by participating in local (Front Range) prevention activities by providing prevention materials, travel, and volunteers to make presentations to local groups.

Works with the Forest Service on the Greenness Program.

Provides remote sensing products and services for prescribed fire and fire trespass cases.

These services are provided by the Branch of Land and Minerals (SC-214) in the Division of Resource Services (SC-210).

Automation Assistance

Provides contractual support for the Initial Attack Management System (IAMS).

Coordinates and creates Geographic Information System (GIS) projects which have Bureauwide application for fire, fuel, aviation, and ecosystem management.

Clients

Services are provided for the Service Center, State, and Federal fire agencies, and other fire management agencies. Remote sensing staff and other resource program staffs use these services.

Contacts

Procedures for obtaining services from the SC vary according to the scope of services required, the client's location, the funding required, the procedures of the servicing office, and many other factors. The best way to start is by making a phone call. The SC contacts for Finance are listed beginning on page 132 of Appendix 3.

Personal Property & Office Services

Services

Directs and coordinates operational functions of the Bureau's Personal Property Program, including tracking inventory of accountable personal property and use and costs of vehicles and heavy equipment (see Fleet Management, Personal Property Disposal, and Personal Property Records & Inventory sections).

Provides direction and coordination of the SC's Support Services and Printed Materials Distribution Programs (see Office and Administrative Support and Printing and Printed Materials Distribution sections).

Initiates instructional and manual guidelines.

Provides in-house or onsite technical training, including presentation of workshops or training sessions to BLM offices and to other Bureaus/Offices within DOI.

Performs management and program/project analysis or personal property issues as necessary.

These services are provided by the Branch of Personal Property and Office Services (SC-657) in the Division of Administrative Services (SC-650).

Automation Assistance

Provides direction and coordination of the Departmentwide systems managed by the Branch of Personal Property and Office Services, including the Departmental Fleet Management System (DFMS), the DOI Disposal Module (DOIDM), and the Printed Materials Distribution System.

Supports systems analysis, development, and modifications to all systems owned or used by the Branch of Personal Property and Office Services.

Develops, manages, modifies, and operates the DFMS. Creates and distributes quarterly DFMS reports to all DOI Bureaus/Offices. The DFMS contains utilization information on over 30,000 vehicles used by DOI.

Provides user support to the APPS, AFMS, DFMS, and the related ASPEN files.

Clients

Services are provided for all BLM offices. Support for the DFMS is provided for DOI as well.

Contacts

Procedures for obtaining services from the SC vary according to the scope of services required, the client's location, the funding required, the procedures of the servicing office, and many other factors. The best way to start is by making a phone call. The SC contacts for Personal Property & Office Services are listed beginning on page 141 of Appendix 3.

Personal Property Records & Inventory

Services

Issues credit cards and license plates for all BLM offices for new vehicles/ equipment and issues replacements as required due to quality or administrative changes.

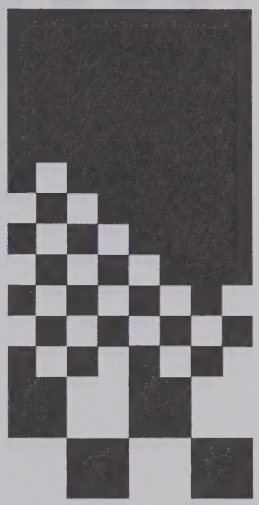
Issues new and reprinted barcode property tags for all Automated Personal Property System (APPS) accountable equipment.

Instructs all BLM offices, by memorandum and manual, on techniques for conducting and reconciling accountable personal property inventories, including extracting reports, and documents needed to complete the inventories. Provides assistance in solving any problems encountered during an inventory.

Discusses and resolves field office APPS accountable equipment classification problems via telephone.

Provides onsite and field training, upon request by field offices, in accountable personal property procedures, including manuals, documents, and processing of APPS accountable equipment.

These services are provided by the Property Records and Inventory Section (SC-657C), Branch of Personal Property and Office Services, in the Division of Administrative Services (SC-650).



Automation Assistance

Manages the APPS, which contains descriptive and cost data on all accountable equipment owned, leased, or borrowed by BLM, including 140,000 items valued at almost $300 million with a 10-15 percent yearly turnover. Inputs BLM and GSA vehicles/heavy equipment and accountable equipment into the APPS, updating nightly. Reviews and corrects acquisition data entered by participating field offices.

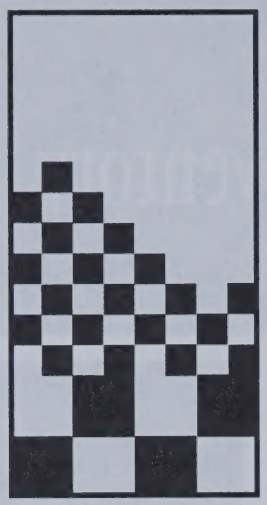
Assists field offices with executing reports and using ASPEN data bases. The PROP.ASP and SUBS.ASP data bases contain data from the APPS master file and permit users to extract customized information and reports.

Maintains the classification, manufacturer, owner/possessor ID, location, Logical Identifier (LID), and User Master Catalog (UMC) tables for use by the APPS, and the classification, manufacturer, owner/possessor ID, and location ASPEN files for use by all BLM offices.

Executes monthly reports and provides microfiche for the Division of Finance (SC-610) to balance the General Ledger with the APPS. The APPS is the subsidiary record for the General Ledger account for Capitalized Personal Property, therefore the two must be kept in balance.

Clients

Services are provided for all BLM offices.

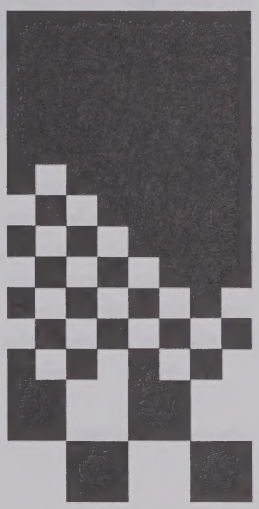


Contacts

Procedures for obtaining services from the SC vary according to the scope of services required, the client's location, the funding required, the procedures of the servicing office, and many other factors. The best way to start is by making a phone call. The SC contacts for Personal Property Records & Inventory are listed beginning on page 142 of Appendix 3.

Personnel

Services



Provides advice, guidance, and assistance to managers, supervisors, and employees on all personnel matters:

- Processes all personnel actions for the SC
- Classifies positions to proper title, series, and grade for the SC, and in some instances, for the Bureau
- Provides information to SC employees on all pay matters
- Provides position management advice, covering such matters as job structuring, career ladders, and supervisory-to-employee and professional-to-technician ratios for the SC
- Coordinates recruitment at schools, universities, and job fairs for the SC
- Negotiates and administers the SC labor/management contract
- Processes grievances for the SC
- Administers employee health/life programs for SC employees
- Processes employee requests for Thrift Savings Plan deductions for SC employees
- Provides employee training, including Orientation for New Employees, Introduction to Supervision, Employee Excellence, Managing Personal Growth, and selected briefings on personnel topics, as well as other training opportunities for SC employees
- Provides information concerning regular retirement to SC employees
- Provides ethics counseling for employees Bureauwide for financial disclosure
- Assists with/tracks employee performance ratings for the SC
- Issues vacancy announcements for the SC and rates applications
- Administers an active awards program for SC employees
- Processes performance appraisal appeals for SC employees

Assists with and facilitates organizational development; consults on organization change efforts and transition management; and provides the staff leader for the development, management, and implementation of the Management and Leadership Workshop and Advanced Leadership Workshop in BLM's Career Program.

Conducts personnel management evaluations (onsite reviews and studies) throughout the Bureau to assess the status of personnel management.

Acts as the central focal point for the establishment of Intergovernmental Personnel Assignments (IPAs) with the private sector, and the establishment of cooperative educational agreements between college and university students and the Bureau.

Recruitment and position classification/position management services are provided by the Branch of Classification and Staffing (SC-631); labor/employee relations, ethics, and benefits (life insurance, health insurance, retirements, etc.) services are provided by the Branch of Labor and Employee Relations (SC-632); and training and development services are provided by the Branch of Employee and Organizational Development (SC-633) within the Division of Personnel (SC-630).

Automation Assistance

Monitors, updates instructions, and provides training for the PAY/PERS automated system. This system ensures that employees' personnel data are successfully interfaced with financial records and data.

Develops, maintains, and monitors an automated vacancy announcement system for BLM, and participates in interagency vacancy announcement systems.

As requested, provides input, assistance, and coordination for the development of new automated personnel systems or the modification or conversion of existing systems.

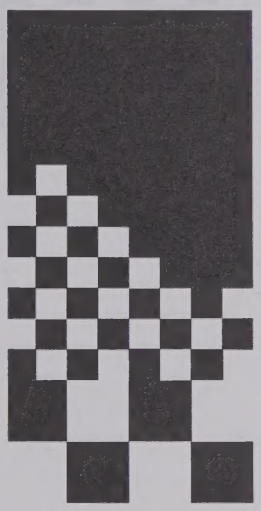
Clients

Provides services primarily for SC employees. Provides Bureauwide services in specific areas, such as ethics counseling relating to financial disclosure and classification.

Contacts

Procedures for obtaining services from the SC vary according to the scope of services required, the client's location, the funding required, the procedures of the servicing office, and many other factors. The best way to start is by making a phone call. The SC contacts for Personnel are listed beginning on page 143 of Appendix 3.

Photo Imaging



Services

The Branch of Photo Imaging, formerly the Branch of Micrographics, provides a variety of micrographic/photographic functions.

The micrographics portion of the Branch abstracts, automates, films, and duplicates the Cadastral Survey Field Notes and Plats for the Western States. The microfilm system contains survey field notes dating back to the 1850's. Many of the notes were written by hand, some with a quill pen. By microfilming over 16,000 volumes containing over 6.5 million pages of Cadastral Survey Field Notes and Plats for each township and range, the storage area required to accommodate these vital records has been reduced from a facility approximately the size of a medium library to eight filing cabinets.

Maintains the original microfilm for all of the Western States for the Cadastral survey Field Notes and Plats Microfilm System. As new surveys are completed in each state, the field notes and plats are added to the system.

Provides training Bureauwide in both the use of the microfilm system and retrieval methods to use the automated index.

Duplicates mining claims and provides micrographic services as requested for other approved Bureau systems, such as WO Instruction Memos, Land Patent Security, and Administrative Records.

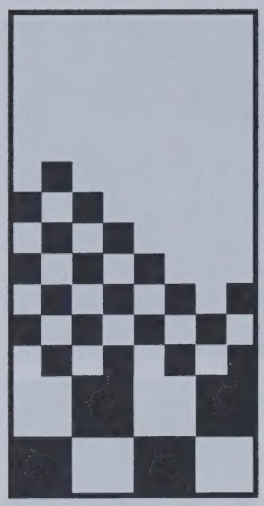
Provides consultation services regarding micrographic capabilities and equipment. Microfilming is one of the most economical methods for preserving information contained in vital or permanent value records and for protecting the original documents from damage or deterioration through constant use or normal aging. Microfiche copies of the records enable broader information dissemination at an economical cost.

The Branch also provides a full range of graphic and photographic services to meet just about any need. If a product can be conceived or imagined, it can be created. What cannot be done in-house is completed via outside contractors. This includes not only production, but consultation as well.

These services are provided by the Branch of Photo Imaging (SC-675) in the Division of Technical Services (SC-670).

Automation Assistance

Creates and maintains the automated Cadastral Survey Field Note Index System. Provides Bureauwide training on the retrieval methods to use the automated index. The automated survey data can be used as a research tool to identify where surveys have taken place, when the land was surveyed, and who performed the original and any subsequent surveys.



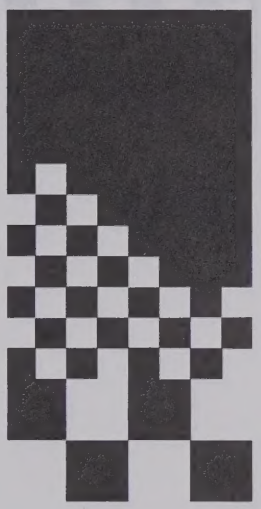
Clients

Clients include BLM State and District Offices, the SC, other Government agencies, State and County governments, private companies and corporations, and the general public.

Contacts

Procedures for obtaining services from the SC vary according to the scope of services required, the client's location, the funding required, the procedures of the servicing office, and many other factors. The best way to start is by making a phone call. The SC contacts for Photo Imaging are listed beginning on page 145 of Appendix 3.

Printing & Printed Materials Distribution



Services

Prints, stocks, distributes, and controls an inventory of various printed materials for SC, Bureau, and Departmental offices, including approximately 2,500 different line items of materials valued at more than $1,500,000 maintained in a 26,000-square-foot warehouse.

Provides in-house reproduction services for all SC offices, and handles servicing for all satellite copier systems.

Provides printing management support to the SC, the WO, SOs, and the Department, consisting of preparing and submitting printing requisitions to the Government Printing Office (GPO) or to commercial contractors. Supplies print quality management support for all items printed and resolves any problems with GPO in meeting quality standards.

Receives all accountable personal property, equipment, and supplies ordered for the SC.

Provides analysis and design for new, revised, and existing Bureau forms for appropriate program office contracts and review of forms programs in SOs.

Issues Government Travel Request (GTR) forms to the entire Bureau.

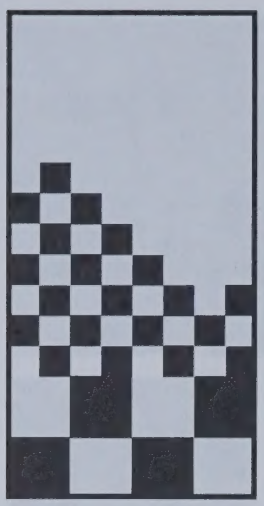
These services are provided by the Printed Materials Distribution Section (PMDS) (SC-657B), Branch of Personal Property and Office Services, in the Division of Administrative Services (SC-650). Distribution of specific printed materials, such as charters, project plans, initiatives, etc., related to ALMRS/ Modernization and other projects is handled by the Division of Project Management (SC-320).

Automation Assistance

Maintains a Data General MV-2500 computer, along with an inventory management software system. PMDS also has an Addressograph Address Processor, a Friden Altatel Premier 367 shipping system, and two PCs for administrative uses and functions. One PC is equipped to facilitate communication with the GPO in Washington, DC, for job tracking and estimates.

Clients

Stocking, distribution, and inventory control services are provided for all BLM offices, as well as for DOI and other Government agencies, private individuals, and outside organizations such as Boy Scouts, Girl Scouts, high schools, colleges, universities, and special interest groups. Receiving and reproduction services are provided for SC offices.



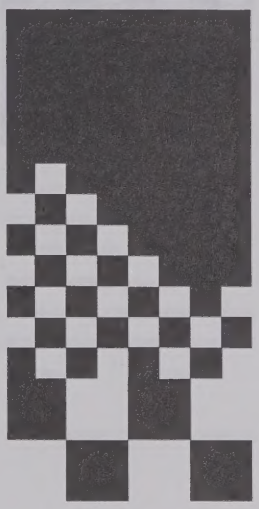
Printing support is provided for all BLM offices, and for DOI, and is performed in conjunction with Program Offices, Public Affairs Offices, Technology Transfer Staff, etc.

Contacts

Procedures for obtaining services from the SC vary according to the scope of services required, the client's location, the funding required, the procedures of the servicing office, and many other factors. The best way to start is by making a phone call. The SC contacts for Printing & Printed Materials Distribution are listed beginning on page 145 of Appendix 3.

Soil, Water, & Air Management

Services



Consultation:

- Provides technical assistance in numerous fields, such as soil survey design, soil interpretation standards, GIS landscape analysis, watershed/hydrologic modeling, water quality, instream flow assessments, contaminant pathway analysis, well site investigations, riparian hydrology, air quality monitoring and impact assessments, weather forecasts, climate analysis, and soil/water/air resources data management. Principal consultants include a Soil Scientist, two Hydrologists, an Air Resource Specialist, a Physical Scientist, a Geohydrologist, a Watershed Specialist, a Hydraulic Engineer, and a Computer Assistant. Requests for technical consultation average more than 70 contacts each year, and many of these requests require visits to field locations.

Training:

- Provides instructor and course design support to Phoenix Training Center for soil, water and air resources courses.

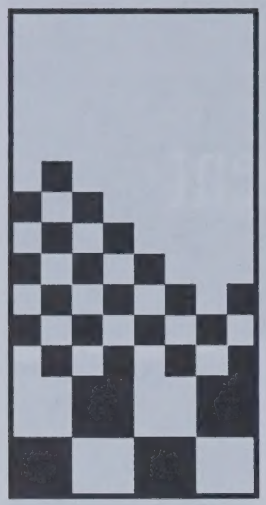
- Supports special training needs by providing training directly to individuals or small groups within BLM, in other Federal agencies, and in State and local agencies.

- Presents technical subjects at workshops and conferences.

Development:

- Develops technical procedures and methods to assess and manage soil, water, and air resources. Developmental products are in the form of published documentation and fundamental computer tools, such as PC-based erosion and runoff models. Two to three technical documents are published each year, while numerous internal reports are transmitted throughout BLM.

- Provides support to teams developing Bureauwide data management systems by supporting data standards and charter development, and by acting in an advisory capacity to the Soil, Water, and Air Program for automation direction.



Evaluation:

- Provides evaluations of technical procedures and technical contracts, water-power withdrawal reviews, and technical peer reviews of papers and reports.

Services are provided primarily by the Branch of Physical Sciences (SC-212) in the Division of Resource Services (SC-210). Supplemental support is provided by Technology Transfer (SC-140), Computer Applications (SC-342), GIS Services (SC-344), Mapping Sciences (SC-671), and Engineering Services (SC-672).

Automation Assistance

Provides user representation for the Rangeland Improvement Project System (RIPS) for tracking range improvement Bureauwide, and the Water Data Management System for tracking water sources and rights in Arizona and Utah.

Supports models and PC-based data management systems, such as the Investment Analysis Model (IAM), Soils Information System, and various hydrologic data models by providing:

- The user representative for IAM
- Data compilation and coordination on hydrologic models
- Data quality assurance/quality control on interagency data, such as Soil Conservation Service (SCS) soils, USGS hydrologic data, and National Climatic Data Center information.

Clients

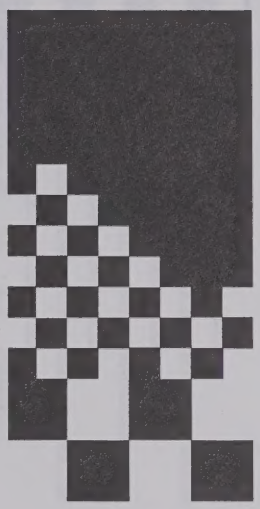
There are over 100 BLM field specialists in soil/water/air resource management that the SC supports. Technical services are provided to all BLM State organizations, including DOs and RAOs, with great emphasis placed on field support. The WO, which directs the SC to represent BLM on committees and in meetings associated with the National Cooperative Soil Survey, Federal Interagency Sedimentation Project, Colorado River Basin Salinity Control technology, Western States Air Resource Council, and USGS/BLM Technical Investigations MOU, is also among the primary clients served.

In addition, technical assistance and cooperation is provided to other agencies, SC Divisions, and in general, public land users. Partnerships with experts from other agencies, educational institutions, and private businesses are maintained to conduct soil, water, and air sciences technical development, data coordination, and resources management.

Contacts

Procedures for obtaining services from the SC vary according to the scope of services required, the client's location, the funding required, the procedures of the servicing office, and many other factors. The best way to start is by making a phone call. The SC contacts for Soil, Water, & Air Management are listed beginning on page 150 of Appendix 3.

Statistics & Operations Research



Services

Provides technical expertise and support to the field for:

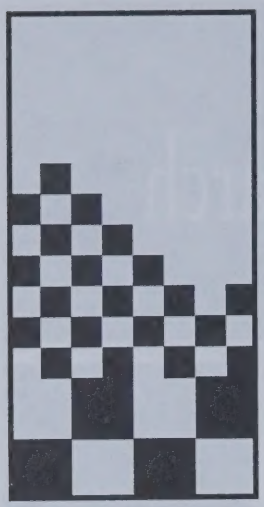
- Sampling design, whether it be the design of a range monitoring plan or the design of a questionnaire to identify demographic trends in the Bureau's workforce
- Experimental design to evaluate different management practices and the differences in the responses to those practices
- Statistical techniques to analyze data and formalize conclusions with a semblance of rigor
- Decision support systems to help the decision maker in a variety of situations, such as the selection of the best candidate for a position, selection of the best site for a facility, and the formulation and selection of the best alternative in a Resource Management Plan (RMP)
- Operations research techniques to build decision support systems and formalize the decision making process
- Training and training needs assessment in the collection, analysis, and interpretation of the Bureau's data, and in the use of statistics and operation research techniques to best serve the needs of BLM and its constituencies

The scope of services ranges from short consultations and quick analyses to complete projects from inception to finish. These sevices are provided by the Division of Resource Services (SC-210) and the Division of Project Management (SC-320).

Automation Assistance

Provides technical expertise and support to the field for:

- Statistical software available for both the Honeywell mainframe and PCs, how to use it, and how to interpret the results
- Decision support systems software available for both the Honeywell mainframe and PCs, how to use it, and how to interpret the results



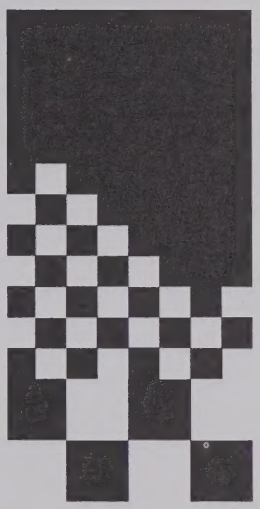
Clients

Primary clients for the statistical consulting services are field specialists and WO staff. Primary clients for the decision support systems techniques are managers at all levels.

Contacts

Procedures for obtaining services from the SC vary according to the scope of services required, the client's location, the funding required, the procedures of the servicing office, and many other factors. The best way to start is by making a phone call. The SC contacts for Statistics & Operations Research are listed beginning on page 152 of Appendix 3.

Telecommunications/Network Management



Services

Provides a variety of telecommunications and network management and operations services for all SC and Bureauwide systems in support of IRM. Services are provided through phone consultations and onsite visits.

Provides training through one-on-one situations as well as structured and semistructured courses. Training is usually offered on demand, but some courses, such as the Telecommunications Training course, are presented regularly.

These services are provided by the Branch of IRM Technical Support and Operations (SC-343) in the Division of Systems Operations/Maintenance and Support Services (SC-340).

Automation Assistance

Maintains field access to IRM resources at the SC.

Performs capacity planning and systems performance evaluation studies for the Bureau's Wide Area Network (WAN) and SC data communications networks.

Tests, installs, configures, maintains, and operates new or existing telecommunications software, hardware, and cabling systems for the Bureau's and the SC's data communications networks.

Distributes communications hardware and software to other BLM sites for Bureauwide systems.

Provides technical assistance to field and Headquarters personnel in resolving data communications hardware or software failures related to the Bureau's and the SC's data communications networks.

Clients

Provides telecommunications and network management support to all BLM offices. Cooperates with other Federal agencies in providing certain services, such as providing telecommunication access to MMS/Business Information System (BIS).

Contacts

Procedures for obtaining services from the SC vary according to the scope of services required, the client's location, the funding required, the procedures of the servicing office, and many other factors. The best way to start is by making a phone call. The SC contacts for Telecommunications/Network Management are listed beginning on page 152 of Appendix 3.

Waterpower & Reservoir Resources

Services

Advises all land administration agencies of legislative and regulatory responsibilities regarding the Waterpower Program. The resources and the withdrawals protecting them are quite compatible with other resource and land actions, but lack of proper management decisions can lead to loss or damage of a significant natural resource.

Guidance:

- Develops guidance on the processing of withdrawals, withdrawal review, evaluating waterpower and reservoir resource values, and incorporating resource and withdrawal information into the land use plans for the Bureau and other agencies. Establishes and revises BLM's Manual(s) and Handbook(s) for waterpower and reservoir resource evaluations, for land actions as they pertain to waterpower and reservoir resources, and for resource planning guidance as it pertains to waterpower and reservoir resources.

- Develops guidance for line managers on interacting with the public concerning waterpower and reservoir resources, and assists them upon request. When issues surface, this interaction is capable of either positively or negatively impacting BLM's, the Secretary's, and other agencies' waterpower responsibilities. Provides guidance or assistance in the resolution of differences between agencies, managers, and resource service centers concerning waterpower withdrawals or waterpower and reservoir resources, usually by supplying information concerning requirements, priorities, resource values, options, historical precedence, and opportunities.

Technical Assistance:

- Provides technical opinions to the Secretary of the Interior through the BLM Directorate. Helps solve technical work problems that cannot be handled through administrative and management techniques. Provides technical assistance, both from the SC and through onsite visits, in waterpower and reservoir resources.

- Assists field offices in identifying individual potential sites needing evaluations, assessing the extent of the evaluation, estimating the capability and skills needed to perform the work, and developing the capability of performing the required functions for withdrawal review. Advises field offices where they should place emphasis and priorities in the programs that support the evaluation of waterpower and reservoir sites and suggests ways to share scarce

skills with other states to avoid excessive training costs and inefficient use of trained personnel.

Coordination:

- Maintains contacts with and coordinates waterpower activities between land managers and development agencies, such as the USFS and SCS in the Department of Agriculture; COE in DOD; Federal Energy Regulatory Commission in the Department of Energy; and BIA, BLM, BOR, NPS and FWS in DOI, as well as the Directorate, Solicitor, and the Office of the Secretary of the Interior. Consults with land managers and appraises them of policy and program developments and changes. Responds to inquiries on waterpower and reservoir resource matters.

- Identifies and establishes measures for improving coordination of activities pertaining to waterpower withdrawals and resource values among BLM field offices, and between field offices and other management agencies. These measures include sharing of scarce skills and resources within BLM, and sharing of information among all agencies.

- Identifies and initiates measures, guidance, and structures to accomplish the sharing of information needed by management in other agencies. This may include revising interagency agreements already in place. The information on management constraints, opportunities, and locations of the withdrawals and resources is now shared in the form of written resource reports. Future accommodations may include the sharing of digital and automated records.

- Coordinates the identification, necessary course development, instruction, and evaluation of Departmental training as it pertains to waterpower and reservoir resources. Training topics may include, but are not limited to, legislative actions for waterpower withdrawals, resource evaluations, and the inclusion of resource values and withdrawals in land use plans.

These function are provided by the Soil, Water, and Air Section, Branch of Physical Sciences (SC-212A), Division of Resource Services (SC-210).

Automation Assistance

Acts as a resource expert in the investigation, selection, or development of standard software.

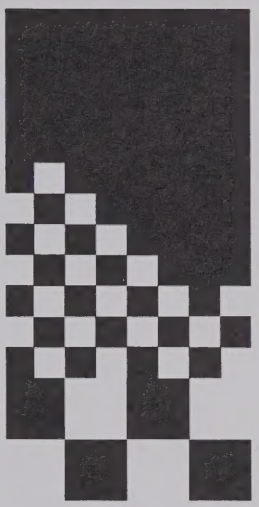
Clients

Serves all BLM offices. In addition, serves BIA, BOR, USFS, NPS, FWS, and other Federal land management agencies.

Contacts

Procedures for obtaining services from the SC vary according to the scope of services required, the client's location, the funding required, the procedures of the servicing office, and many other factors. The best way to start is by making a phone call. The SC contacts for Waterpower & Reservoir Resources are listed beginning on page 153 of Appendix 3.

Wildlife & Fisheries Information System Special Status Species Tracking



Services

Aids on-the-ground management of threatened, endangered, and special status species by tracking their legal, biological, and recovery status and habitats in a consistent, logically organized automated manner. Tracks the occurrence, numbers, status, habitat, and population trend(s) and conflicts of both plant and animal special status species using the Wildlife and Fisheries Information System-Special Status Species Tracking (WFIS-SSST).

These services are provided by the WFIS-SSST Project Staff (SC-329.08) in the Division of Project Management (SC-320).

Automation Assistance

Provides maximum use of information and data at all levels of analysis and decision making. Optimizes data sharing and enhances access to information, and incorporates interfaces with the U.S. Fish and Wildlife Service, U.S. Forest Service, other Federal and State wildlife agencies, and private organizations.

Clients

Services are provided for Wildlife and Fisheries Program personnel at the SC, field offices, and WO; WFIS users; and other Government and private agencies.

Contacts

Procedures for obtaining services from the SC vary according to the scope of services required, the client's location, the funding required, the procedures of the servicing office, and many other factors. The best way to start is by making a phone call. The SC contacts for WFIS—SSST are listed beginning on page 153 of Appendix 3.

BLM Library
Denver Federal Center
Bldg. 85, OC-521
P.O. Box 25047
Denver, CO 80225

- R -

RAO	Resource Area Office
RDBMS	Relational Data Base Management System
RDS	Road Design System
RETARS	Remote Entry of Time and Attendance Reporting System
RFP	Request for Proposals
RIDS	Records Inventory & Disposition System
RIPS	Rangeland Improvement Project System
RMP	Royalty Management Program (MMS)
RMP	Resource Management Plan

- S -

SARA	Superfund Amendments and Reauthorization Act
SC	Service Center
SCD	Service Center Director
SCS	Soil Conservation Service
SDI	Selective Dissemination of Information
SIBAC	Simplified Intergovernmental Billing and Collection
SIP	Software Improvement Project
SLMS II	Solid Leasable Mineral System Phase II
SO	State Office
SSST	Special Status Species Tracking

- T -

TPR	Technical Procedures Review
TQM	Total Quality Management

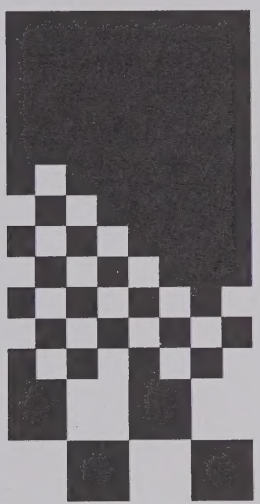
- U -

UFAS	Uniform Federal Accessibility Standards
UMC	User Master Catalog
USFS	United States Forest Service
USGS	United States Geological Survey

- W -

WAN	Wide Area Network
WAPA	Western Area Power Administration
WCF	Working Capital Fund
WFIS	Wildlife and Fisheries Information System
WH&BIS	Wild Horse and Burro Information System
WO	Washington Office

Appendix 3
Contacts



Bureau of Land Management
Service Center
Building 50, Denver Federal Center
P.O. Box 25047
Denver, CO 80225-0047

Office Hours: 7:45 a.m. - 4:15 p.m. (Monday through Friday)
Telephone (303) 236 + extension

Following are the FAX numbers for the Service Center organizational units:

Service Center Director	SC-100	6450
ADP Security Officer	SC-102	6450
EEO Staff	SC-120	6450
Program, Budget, & Evaluation Staff	SC-130	6450
Technology Transfer Staff	SC-140	6450
Division of Resource Services	SC-210	3508
Branch of Physical Sciences	SC-212	3508
Branch of Biological Resources	SC-213	3508
Branch of Lands & Minerals	SC-214	3508
ALMRS/Modernization Project	SC-310	1981
ALMRS INFO-FAX	SC-310	1115
Division of Project Management	SC-320	0831
Product Assurance Staff	SC-321	0831
Branch of Data Records & Modeling	SC-322	0831
Branch of Project Liaison & Support	SC-323	0831
AIM Projects	SC-329	0831
Division of Systems Operations/Maintenance & Support Services	SC-340	0558
Branch of Computer Applications	SC-342	0558
Branch of IRM Technical Support	SC-343	0558
Branch of GIS Services	SC-344	1981
Division of Finance	SC-610	7124
Financial Systems Staff	SC-613	7124
Branch of General Accounting	SC-615	7124
Branch of Data Control & Payments	SC-616	7124
Branch of Budget & Program Information	SC-614	7124
Division of Personnel	SC-630	6685
Branch of Classification & Staffing	SC-631	6685
Branch of Labor & Employee Relations	SC-632	6685
Branch of Employee & Organizational Development	SC-633	6685

Division of Administrative Services	SC-650	6276*
Branch of Procurement	SC-651	7026*
Branch of Information Resource Acq.	SC-652	1981
Target System Acq. Staff	SC-652B	1981
ADP & Telecomm. Support Section	SC-652A	6501
Branch of Bureau Library	SC-653	4810
Branch of Personal Property & Office Services	SC-657	6276*
SC Support Section	SC-657A	0561
Printed Materials Dist. Section	SC-657B	0845
Division of Technical Services	SC-670	8867
Branch of Mapping Sciences	SC-671	8867
Branch of Engineering Services	SC-672	6564
Branch of Building Engineering	SC-673	5623*
Branch of Photo Imaging	SC-675	6564

* Certain offices are located at 390 Union Boulevard, Suites 540 and 600, Lakewood, CO 80225. The FTS and commercial prefix for these offices is: (303) 969-.

Automated Information Systems (AIS) Security

AIS Security Officer, SC-102

Service	Name	Title	Phone
Site, data, and software security; personnel clearances; security training; risk assessments; security audits and evaluations	Chuck Wood	AIS Security Officer	6430

Automated Land & Mineral Record System (ALMRS)/ Modernization Project

Service Center Director's Staff, SC-100

Service	Name	Title	Phone
Project integration and liaison	Barbara Eaton	Integrated Project Manager	8583

ALMRS/Modernization Project Staff, SC-310

Service	Name	Title	Phone
ALMRS/Modernization Project Management	Larry Money Bernie Cameron	Project Manager Deputy Project Manager	6507 0095
Implementation, site preparation, training, Admin. Rehost	Mel Valerio	Transition Section Chief	8232
ALMRS Initial Operating Capability (IOC)	Mike Hengel	IOC Project Manager	5847*
Hardware/software communications	Lon Sumrell	Hardware/Software Telecomm Section Chief	0103
ALMRS/Modernization and related projects	INFO-FAX		1115

*FTS and commercial prefix is (303) 969-.

Division of Project Management, SC-320

Service	Name	Title	Phone
ALMRS data integration, collection, and validation	Jenny Saunders	Data Integration Section Chief	0534
ALMRS data modeling	Don Oakland	Modeling Section Chief	0537
Data administration	Melanie Rhinehart	SC Data Administrator	9940
Geographic Coordinate Data Base (GCDB)	Marilyn Myers-Chapman	GCDB Project Manager	0188
Software improvement	Barney Poole	Software Improvement Project Manager	6425
Eastern States data conversion	Sara Kraus	Project Technical Lead	6415
Records transition	Wendy Spencer	Records Transition Project Manager	6642
Record System Release 2	Terry Reed	Record System Release 2 Project Manager	6251
ALMRS data collection and validation	Judith Bright	Data Collection and Validation Project Manager	8935
Wildlife and Fisheries Information System (WFIS)	Phyllis Beierle	Acting WFIS Project Manager	3592

Branch of Information Resources Acquisition, SC-652

Service	Name	Title	Phone
ALMRS/Modernization Project contract administration	Bruce Beierle	ALMRS/Modernization Project Contracting Officer	0225

Cadastral Survey

Division of Technical Services, SC-670

Service	Name	Title	Phone
GPS (satellite)	Jerome Fiedler	Geodesist	0181

Division of Technical Services, SC-670 continued

Service	Name	Title	Phone
Equipment cache	Timothy Geary	Land Surveyor	6013
	Vickie Smejkal	Supply Technician	6373

Division of Project Management, SC-320

Service	Name	Title	Phone
Geographic Coordinate Data Base	Marilyn Myers-Chapman	GCDB Project Manager	0188

Coal Management

Branch of Lands and Minerals, SC-214

Service	Name	Title	Phone
Technical issues on mine plans, exploration activities, inspection and enforcement, production verification, automated systems relating to coal management, SLMS II	Joe Rasmussen	Mining Engineer	0140

Communications Products

Technology Transfer Staff, SC-140

Service	Name	Title	Phone
Audio visual productions	Bob Kyle Randy Hayes	Audio Visual Production Specialists	6406
Graphic design and layout for publications, exhibits, presentations, etc.	Peter Doran	Supervisory Visual Information Specialist	6409
Scheduling and maintenance of Bureauwide exhibits	Herman Weiss	Visual Information Specialist	0186
General interest and technical documents, Center Scene	Linda Hill	Writer/Editor	4238
User documentation, technical documents	Robert Woerner	Writer/Editor	6528

Division of Project Management, SC-320

Service	Name	Title	Phone
Writing and editing	Janet Poorman Karen Miranda	Technical Writer/Editor Writer/Editor	9936 6384
Graphic design and layout	Kathy Byers Theresa Fresquez Judy Stringer	Computer Assistant Student Trainee Computer Assistant	7059 7059 9934

Computer Applications

Branch of Computer Applications Maintenance Services, SC-342

Service	Name	Title	Phone
General computer applications issues	Iris Matney	Branch Chief	6518
Federal Financial, Federal Payroll Personnel Systems	Marvin Gutwein	Financial Systems Support Section Chief	6270

Service	Name	Title	Phone
Aircraft Contract Monitoring, Automated Directives Digest, Automated Fleet Management, Automated Personal Property, Chargeback, Data Element Dictionary, Departmental Fleet Management, Financial Interface, Maintenance Management, Monthly Report of Operations, Motor Vehicle Reconciliation Systems	Rick Graham	Administrative Systems Support Section Chief	6275
Adopt-A-Horse, Automated Inspection Records, Cadastral Survey Field Index, Grazing Authorization and Billing, Inventory Data, Material Disposal Reporting, Minerals Management, Public Domain Forestry Inventory, Rangeland Improvement Project, Water Power Systems	David Shaffer	Resource Systems Support Section Chief	6307
Automated Land & Mineral Record System (Legal Land Description/ Status/Case Recordation), Automated Lease Management, Bond Surety, Case Recordation (OGL), Master Name, Match/Merge, Remote Entry of Time & Attencance Reporting, Solid Leasable Minerals Systems	Fred Robison	Acting Land Record Systems Support Section Chief	5897

Division of Project Management, SC-320

Service	Name	Title	Phone
ALMRS data installation, computer automation support	Jenny Saunders	Acting Data Records and Modeling Branch Chief	0538
Configuration management, life cycle management, analytical support, project management	Carl Zulick	Project Management Support Section Chief	0944
Quality assurance, quality control	John Deuter	Quality Assurance Specialist	3582
Software improvement	Barney Poole	Software Improvement Project Manager	6425

Computer Operations

Branch of IRM Technical Support and Operations, SC-343

Service	Name	Title	Phone
Operation and maintenance of Honeywell DPS 8000 and 6 Plus, PRIME 6550 and 9955	Steve Childers	Computer Operations Unit Chief	4764
System operations, software testing and installation	Doris Hanley	Production Management Unit Chief	6563
Computer performance measurement	Andy MacMillan	Computer Specialist	6534
Contract management for support services contract	Matt Krimmer	Computer Operations and Production Section Chief	6544
GCOS-8 operating system, DPS-8000 technical assistance	Brad Betz	Computer Systems Programmer	6569

Branch of IRM Technical Support and Operations, SC-343 continued

Service	Name	Title	Phone
GCOS-8 operating system; DPS-8000 technical assistance	Jim McGinley	Computer Systems Programmer	6659
DPS-6 and PRIMOS operating systems, DPS-6 and PRIME technical assistance	Andy Anderson	Computer Systems Programmer	1960
PRIME technical assistance	Carol Mikesh	PRIME Technical Consultant	6386
DBMS software, ORACLE releases	Lyle McCaughey	Computer Systems Programmer	6661
DBMS software, ORACLE releases	Rhonda Corah	Computer Systems Programmer	6566
IRM procurement and contract administration	Laura Davis	IRM Planning & Acquisition Section Chief	6578
User support	Hotline		0611

Data Administration

Division of Project Management, SC-320

Service	Name	Title	Phone
General data administration	Melanie Rhinehart	Service Center Data Administrator	9940

Eastern States Data Conversion/Collection

Division of Project Management, SC-320

Service	Name	Title	Phone
ES Data Conversion Project	Sara Kraus	Project Technical Lead	6415

Energy & Minerals Liaison

Branch of Lands & Minerals, SC-214

Service	Name	Title	Phone
Problem resolution; interagency support; intra-agency, interagency, and industry/government automation activities	Paul Bodenberger Alan Johnson	Program Analyst Systems Analyst	3449* 3450*

* FTS and commercial prefix is (303) 231-.

Engineering

Branch of Engineering Services, SC-672

Service	Name	Title	Phone
Dam safety, technical assistance, Intermodal Surface Transportation Efficiency Act (ISTEA)	Larry Hoovestol	Branch Chief	0120
Bridge safety	Keith Christiansen	Structural Engineer	5253
Engineering training & specifications	Dion Dishong	Civil Engineering Technician	0130
Environmental engineering	Ken Morin	Environmental Engineer	6418
Occupational safety and health	Duane Blamey	Safety Specialist	8865
Industrial hygiene	Kathy Hoffman	Industrial Hygienist	4186

Branch of Building Engineering, SC-673

Service	Name	Title	Phone
Building construction and maintenance program management	L.J. Porter	Branch Chief	5620*
Handicapped accessibility	Frank Ciesel	Architect	5634*
Seismic safety	Dan Kawamoto	Structural Engineer	5655*

*FTS and commercial prefix is (303) 969.

Equal Employment Opportunity (EEO)

Equal Employment Opportunity Staff, SC-120

Service	Name	Title	Phone
Equal employment opportunity, affirmative action, special emphasis programs, complaints of discrimination	Marciano Briones Sandra Romero	EE Manager EE Specialist	6467 6468

Finance

Branch of Financial Systems, SC-613

Service	Name	Title	Phone
Financial systems development	Betty Buxton	Branch Chief	6328
FFS security for SC, NIFC, PTC, and WO	JoAnne Swartz	Computer Specialist	6333
FFS security for AK, AZ, ES, NM, OR, and WY	Verna Glasmann	Systems Accountant	6329
FFS security for CA, CO, ID, MT, NV, and UT	Linda Lacen	Financial Systems Analyst	6607

Branch of Budget and Program Information, SC-614

Service	Name	Title	Phone
General budget and program financial information	Gary Grimstvedt	Acting Branch Chief	6620
Payments in lieu of taxes (PILT)	Bill Howell	Operating Accountant	6336

Branch of General Accounting, SC-615

Service	Name	Title	Phone
Accounting services	Jack Blickley	Branch Chief	6328
Payments to State and local governments (non-PILT)	John Vest	Program & Revenue Accounting Section Chief	6332

Branch of Data Control & Payments, SC-616

Service	Name	Title	Phone
Payments to employees and vendors	Mike Kluherz	Acting Branch Chief	6590
FFS systems production, report distribution	Todd Adler	Production Scheduling Section Chief	9388

Fire Management

Branch of Lands and Minerals, SC-214

Service	Name	Title	Phone
IAMS contract oversight, fire preparedness for SC firefighters	Susan Goodman	Fire Management Specialist	4242

Fleet Management

Branch of Personal Property & Office Services, SC-657

Service	Name	Title	Phone
Personal property and office services management	Lee Tomlin	Branch Chief	6522*
Vehicle/heavy equipment specifications, procurement, replacement, repairs, maintenance, excess, warranties, and training	Tom Jatko	Equipment Specialist	6536*
AFMS, vehicle/heavy equipment procurement, replacement,fleet management plans, redistribution, pooling, GSA motor pools, Fedstrip	Dave Maghan	Property Management Specialist	6531*
Data entry & use of AFMS and related ASPEN files	Judy Reck	Supply Clerk	6532*

* FTS and commercial prefix is (303) 969-.

Branch of Computer Applications Maintenance Services, SC-342

Service	Name	Title	Phone
ADP assistance for AFNS and DFMS	Rick Graham	Administrative Systems Support Section Chief	6275

Branch of General Accounting, SC-615A

Service	Name	Title	Phone
Tracking of vehicle replacement costs	Dennis Young	Operating Accountant	6315

Forest Management

Branch of Biological Sciences, SC-213

Service	Name	Title	Phone
Material Disposal Reporting System and forest inventory	Tom Costello	Natural Resource Specialist	0144
Forest/woodland management and inventory, forest inventory, growth and yield projections, and allowable harvest (harvest scheduling) determination	Bill Williams	Forester	0158

Geographic Coordinate Data Base (GCDB) Project

GCDB Project Staff, SC-329

Service	Name	Title	Phone
GCDB Project	Marilyn Myers-Chapman	Project Manager	0188

Geographic Information Systems (GIS)

Branch of GIS Services, SC-344

Service	Name	Title	Phone
GIS user support	Gerald Edler	Acting Branch Chief	0102

Branch of GIS Services, SC-344 continued

Service	Name	Title	Phone
Interim I Land Records System	Janice McDowell	User Representative	1957
GIS software support	James Blancett	GIS Software Support Section Chief	6416

Division of Project Management, SC-320

Service	Name	Title	Phone
Record System Release 2	Terry Reed	Record System Release 2 Project Manager	6251
GIS Improvement Project	Wendy Bullock	Project Manager	3261

Hazardous Materials Management

Branch of Physical Sciences, SC-212

Service	Name	Title	Phone
Hazmat; soil, water, & air; natural resources damage assessment & restoration - general	Mike Kirby	Branch Chief	8858

Hazardous Materials Management Section, SC-212B

Service	Name	Title	Phone
Hazmat - general	Dave Schafersman	Section Chief	1143
Hazmat - administrative support	M.J. Smart	Staff Assistant	1727
COR, closed landfill contract & geological support	Steve Barrell	Physical Scientist/Geologist	0148
Toxicology and general hazmat support	Karl Ford	Toxicologist	6622
COR, PA/SI contracts & general hazmat support	Rhio Jackson	Surface Protection Specialist	0141

Hazardous Materials Management Section, SC-212B continued

Service	Name	Title	Phone
Geology, seismology, and general hazmat support	Brent Lewis	Senior Geologist	0550
Graphics, data base support for hazmat	Tom Morris	Computer Specialist	0964
Ground water modeling & general hazmat support	Tom Olsen	Geologist	6525
COR, technical assistance contract & general legal support	Ken Smith	Paralegal Specialist	0206

Soil, Water, & Air Section, SC-212A

Service	Name	Title	Phone
Hazmat - ground-water support	Paul Summers	Geologist	0151

Branch of Procurement, SC-651

Service	Name	Title	Phone
Hazmat - contract officer	Joe Bogus	Contract Specialist	6521*
Hazmat - contract officer	Kathleen Shriver	Contract Specialist	6516*
Hazmat - price/cost analysis support	Ron Bailey	Contract Price/ Cost Analyst	6504*

*FTS and commercial prefix is (303) 969-.

Branch of Mapping Sciences, SC-671

Service	Name	Title	Phone
Hazmat - remote sensing support	Jim Turner	Remote Sensing Section Chief	0840

Branch of Engineering Services, SC-672

Service	Name	Title	Phone
Hazmat - environmental compliance, assessment of facilities	Ken Morin	Environmental Engineer	6418

Branch of Engineering Services, SC-672 continued

Service	Name	Title	Phone
Hazmat - industrial hygiene support	Kathy Hoffman	Industrial Hygienist	4186

Information Resources Acquisition

Branch of Information Resources Acquisition, SC-652

Service	Name	Title	Phone
ADP acquisition management	Larry Peck	Branch Chief	8868
ALMRS/Modernization acquisition	Bruce Beierle	Target System Acquisition Staff Chief	0225

Lands, Realty, & Rights-of-Way

Branch of Lands & Minerals, SC-214

Service	Name	Title	Phone
Lands program	Bill Krech	Branch Chief	0150

Division of Project Management, SC-320

Service	Name	Title	Phone
ALMRS user rep	Jenny Saunders	Data Integration Specialist	0534
Case Recordation user representative	Pat Moreno	Management Analyst	8919

Library

Branch of Bureau Library, SC-653

Service	Name	Title	Phone
Library reference/ literature searches/ legal research	Barbara Campbell	Supervisory Librarian	6648
LRS/cataloging	Barbara Klassen	Library Technician	6647

Branch of Bureau Library, SC-653 continued

Service	Name	Title	Phone
Acquisitions/books interlibrary loan/ document delivery	Joan Penzien	Library Technician	6633
BLM Monthly Alert/ serials	Talitha Cumi	Library Technician	6434
Library management	Sandra Bowers	Branch Chief	6646

Mapping Sciences

Branch of Mapping Sciences, SC-671

Service	Name	Title	Phone
Mapping sciences Program management	Fred Batson	Branch Chief	6376
Cartography, scanner, plotting	Keith Francis	Acting Cartography Section Chief	7345
Photogrammetry, Zeiss, Line Trace Plus	Russ Jackson	Acting Photogrammetry Section Chief	0171
Remote Sensing, ERDAS, LAS, GRASS	Jim Turner	Remote Sensing Section Chief	0840

Minerals Resource Management

Branch of Physical Sciences, SC-212

Service	Name	Title	Phone
Hazardous materials management related to the minerals resource program	Dave Shafersman	Hazardous Materials Management Section Chief	1143
Mine lands reclamation	Rhio Jackson	Surface Protection Specialist	0141
Hydrology related to minerals resource management	Paul Summers	Geologist	0151

Branch of Lands & Minerals, SC-214

Service	Name	Title	Phone
Technical issues on mine plans, exploration activities, inspection and enforcement, production verification, SLMS II	Joe Rasmussen	Mining Engineer	0140

Division of Project Management, SC-320

Service	Name	Title	Phone
Data modeling	Don Oakland	Data Modeling Section Chief	0537

Branch of Computer Applications Maintenance Services, SC-342

Service	Name	Title	Phone
ADP assistance	David Shaffer	Resource Systems Support Section Chief	6307

Mining Law Administration

Branch of Lands & Minerals, SC-214

Service	Name	Title	Phone
Technical issues on mine plans, exploration activities, inspection and enforcement	Joe Rasmussen	Mining Engineer	0140

Division of Project Management, SC-320

Service	Name	Title	Phone
Mining Claims Recordation System user representative	Cheryl Laudenbach	Management Analyst	1955

Natural Resources Damage Assessment & Restoration (NRDAR)

Branch of Physical Sciences, SC-212

Service	Name	Title	Phone
NRDAR - general	Mike Kirby	Branch Chief	8858

Office & Administrative Support

Branch of Personal Property & Office Services, SC-657

Service	Name	Title	Phone
Personal property and office services management	Lee Tomlin	Branch Chief	6522*

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Service Center Support Section, SC-657A

Service	Name	Title	Phone
Disaster recovery and records preservation	Calvin Riley	Section Chief	0664
Records disposition; policy development; technical assistance, training, and evaluation of records & directives management; Bureau's Records Inventory Disposition System Project Manager; Freedom of Information Act Specialist	Marie Martin	Management Analyst	6644
SC records and directives management; Automated Directives Digest Bulletin; SC correspondence, reports, and forms management	Donna Emmons	Records Manager	6369

Branch of Personal Property & Office Services, SC-657A continued

Service	Name	Title	Phone
Issuance of ID and security key cards, Imprest Fund cashier, conference room coordination	Lynne Lotvedt LaVeda Smith	Office Assistant Office Automation Clerk	6485
SC small purchasing (under $25,000), Fedstrip, GSA stores, household moves, Government Bills of Lading, and uniforms	Shirley Folger	Contract Specialist	6368
Payment of invoices, alternate Imprest Fund cashier, purchasing support for SC	Connie Miller	Procurement Clerk	6362
SC space management, building maintenance/ repairs, moving & storage	Michael Kostroski	Facilities Management Specialist	6367
SC personal property management, motor vehicle management	Jim Crews	Property Management Specialist	4676
Mail management for SC	Chuck Garcia	Supervisory Mail Clerk	6358

Printed Materials Distribution Section, SC-657B

Service	Name	Title	Phone
Printing/ reprographics and reproduction operations and management, copier equipment management	Carl Anderson	Printed Materials Distribution Section Chief/SC Supervisory Printing Specialist	6364
SC warehouse internal management and operations; SC accountable property, equipment, and supplies receiving	Frank Tisby	Materials Handler Foreman	7637
SC accountable personal property, equipment, and supplies receiving	Bob Sears Don McArdle John Vigil	Materials Handlers	7638

Oil & Gas Management

Branch of Lands & Minerals, SC-214

Service	Name	Title	Phone
User representatives for AIRS/MRO	John Evans	Fluid Minerals Specialist	7582
	Patti Old	Data Coordination Specialist	9863
	Casey Ferguson	Data Coordination Specialist	3509

Division of Project Management, SC-320

Service	Name	Title	Phone
Data collection, validation, and systems management for oil and gas	Jenny Saunders	Data Integration Section Chief	0534
Case Recordation user representative	Pat Moreno	Management Analyst	8919

Branch of Computer Applications Maintenance Services, SC-342

Service	Name	Title	Phone
AIRS ADP assistance	David Shaffer	Resource Systems Support Section Chief	6307
MRO ADP assistance	Rick Graham	Administrative Systems Support Section Chief	6275

Personal Property & Office Services

Branch of Personal Property & Office Services, SC-657

Service	Name	Title	Phone
Personal property & office services management	Lee Tomlin	Branch Chief	6522*
Property management issues and the DFMS	Lee Krebs	Property Management Specialist	6535*

* FTS and commercial prefix is (303) 969-.

Personal Property Records & Inventory

Branch of Personal Property & Office Services, SC-657

Service	Name	Title	Phone
Personal property & office services management	Lee Tomlin	Branch Chief	6522*

Property Records & Inventory Section, SC-657C

Service	Name	Title	Phone
APPS and related ASPEN files, annual inventory scheduling and reconciliation, and barcoded property tags program direction; maintenance of APPS records of accountable equipment for the SC and WO, reconciliation of personal property inventories for these offices, and provision of barcoded property tags	Kathy Montgomery	Property Records & Inventory Section Chief	6530*
Maintenance of APPS records of accountable equipment for Alaska, Arizona, California, Colorado, Eastern States, Idaho, and BIFC; reconciliation of personal property inventories for these states; and provision of barcoded property tags	Pauline Tadolini	Supply Technician	6527*
Maintenance of APPS records of accountable equipment for Montana, Nevada, New Mexico, Oregon, Utah, and Wyoming; reconciliation of personal property inventories for these states; andprovision of barcoded property tags	Lois Perrin	Supply Technician	6528*

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Division of Personnel, SC-630

Service	Name	Title	Phone
Ethics Counselor	Linda Sedbrook	Division Chief	6503
Classification appeals, Bureau personnel policy development and special projects, and position description standardization	Al Salo	Personnel Management Specialist	6694
PAY/PERS	Richard Pixton	Personnel Management Specialist	6693

Branch of Classification and Staffing, SC-631

Service	Name	Title	Phone
Staffing/classification problems or delays, Fair Labor Standards Act, merit system, grade and pay retention, background suitability investigations	Bob Walton	Branch Chief	6681
Special employment programs (students, volunteers, Federal Equal Opportunity Recruiting Program (FEORP) and other recruiting activities	Melissa Dukes	Personnel Staffing Specialist	6689
Vacancy announcements, KSAs, rating plans, qualifications determinations, veterans, handicapped employment	Lynne Price Nellie Werito	Personnel Staffing Specialists	6703 6402
Federal Personnel/Payroll System (FPPS), qualifications determinations, KSAs	Johnnye Toney	Personnel Assistant	6385
Position descriptions, position classification, classification standards, position management, classification appeals, position sensitivity	Mark Whitesell Deb Kolen	Position Classification Specialists	6702 6669

Branch of Classification and Staffing, SC-631 continued

Service	Name	Title	Phone
Official Personnel Folders, personnel actions, new employee orientation, within-grade increases	Pat Garcia Esther Erickson	Personnel Clerks	6688 6700
Automated Vacancy Announcement Distribution System (AVADS), job information, direct hire, promotion panel participation	Deanna Bell-Gann	Administrative Support Clerk	6503
TDD			6685

Branch of Labor and Employee Relations, SC-632

Service	Name	Title	Phone
Labor/employee relations	Phyllis O'Neill	Branch Chief	6505
Ethics, employee relations, disciplinary actions, grievances, appeal procedures	Siobhan Gibson	Employee Relations Specialist	6701
Employee relations, performance appraisal, disciplinary actions, grievances, appeal procedures, pay, leave	Mary Haugland	Employee Relations and Classification Specialist	6683
Employee benefits, Thrift savings, incentive awards, suggestions, leave sharing, retirement, OWCP	Gloria Hildreth	Employee Relations Assistant	6505

Branch of Employee and Organizational Development, SC-633

Service	Name	Title	Phone
Organizational development, Management and Leadership Workshop, Advanced Leadership Workshop	Gordon Jennings	Branch Chief	0200
Training	William Moody	SC Training Officer	6699

Photo Imaging

Branch of Photo Imaging, SC-675

Service	Name	Title	Phone
Cadastral Survey Microfilm System, micrographic services	Elizabeth Riley	Branch Chief	6357
Photography	Faye Bogan Robert Zangari	Photographers	6511
Field note inquiries	Dennis Clonts Mac Goding	Technical Information Specialists	6511

Printing & Printed Materials Distribution

Branch of Personal Property & Office Services, SC-657

Service	Name	Title	Phone
Personal property & office services management	Lee Tomlin	Branch Chief	6522*

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Printed Materials Distribution Section, SC-657B

Service	Name	Title	Phone
Printing/ reprographics and reproduction operations and management, copier equipment management	Carl Anderson	Section Chief/ Supervisory Printing Specialist	6364
New and revised forms analysis, design services, annual forms review, SO forms programs review	Karen Wrenn	Bureau Forms Manager	0233
Print orders and requisitions for GPO print jobs, SC in-house reproduction operations	Sherri Hendren	Printing Specialist	6458

Printed Materials Distribution Section, SC-657B continued

Service	Name	Title	Phone
Printed materials inventory management	Bob Stahl	Inventory Management Specialist	1975
Field office order computer data entry, inventory management reports	Thelma Dowds	Supply Clerk	1975
SC warehouse internal management and operations; SC accountable personal property, equipment, and supplies receiving	Frank Tisby	Materials Handler Foreman	7637
Printed materials distribution; SC accountable property, equipment, and supplies receiving	Bob Sears Don McArdle John Vigil	Materials Handlers	7638
Printed materials distribution, clerical functions related to warehouse operations, printed materials stock stratification	Becky Tague	Supply Clerk	7638

Division of Project Management, SC-320

Service	Name	Title	Phone
Distribution of charters, project plans, initiatives, etc., related to ALMRS/ Modernization and other projects	Jan Poorman Karen Miranda	Technical Writer/Editor Writer/Editor	9936 6384

Procurement

Branch of Procurement, SC-651

Service	Name	Title	Phone
Construction, A-E services, land treatment, heavy equipment	Larry Keller	Construction & Services Section Chief	6509*

Branch of Procurement, SC-651 continued

Service	Name	Title	Phone
Environmental studies, hazmat, cadastral survey, supplies, services	Joe Bogus	Specialty, Study, & Supply Section Chief	6520*
Leasing of real property	Naámon Owens	Real Property & Space Acquisition Section Chief	6546*
Acquisition support, assistance, planning, policy	Ed Fritchie	Branch Chief	6502*

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Branch of Information Resources Acquisition, SC-652

Service	Name	Title	Phone
ADP acquisition management	Larry Peck	Branch Chief	8868
ALMRS/Modernization acquisition	Bruce Beierle	Target System Acquisition Staff Chief	0225

Branch of Personal Property & Office Services, SC-657A

Service	Name	Title	Phone
Small purchasing (under $25,000) for SC	Shirley Folger	Contract Specialist	6368

Program, Budget, & Evaluation

Program, Budget, and Evaluation Staff SC-130

Service	Name	Title	Phone
Budget	Greg Graff	Staff Chief	0198
OIG/GAO/ICR, SC Table 10, Evaluations/ reviews/studies	Ros Warren	Management Analyst	6463

Project Management

Division of Project Management, SC-320

Service	Name	Title	Phone
Project management	Robert Leopold	Division Chief	6420
Quality assurance relating to hardware, software development and implementation	Philip (John) Deuter	Quality Assurance Specialist	3582
Technical policy, process modeling and data records requirements/standards support, data element dictionary management, records and data administration, data integration and conversion	Jenny Saunders	Data Integration Section Chief	0534
	Dave Nelson	Data and Records Section Chief	6413
	Don Oakland	Data Modeling Section Chief	0537
	Melanie Rhinehart	SC Data Administrator	9940
Technical, administrative, and clerical project support, life cycle management, configuration management, systems analysis, documentation control, technical writing/editing, budget support, and project management	Scott MacPherson	Project Liaison and Support Branch Chief	6273
	Carl Zulick	Project Management Section Chief	0944
	Darlene Puleo	Administrative Support Section Chief	0051
Coordination of data collection efforts	Debra Carter	BLM Liaison to USGS	5835

Property Disposal

Branch of Personal Property & Office Services, SC-657

Service	Name	Title	Phone
Personal property and office services management	Lee Tomlin	Branch Chief	6522*

Branch of Personal Property & Office Services, SC-657 continued

Service	Name	Title	Phone
Personal property disposal, hazardous material disposal and waste minimization, DOI Disposal Module	Gwen Rush	Property Utilization Specialist	6525*
DOI available personal property report, excess reporting to GSA, and small lot sales	Sheri Johnson	Property Disposal Technician	6524* (TDD)
Freeze requests for BLM available personal property, input of disposal items to APPS, information of freeze status	Carrol See	Property Disposal	6523*

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Public Land History

Division of Resource Services, SC-210

Service	Name	Title	Phone
Public lands records research	Jim Muhn	Land Law Historian	6645

Division of Project Management, SC-320

Service	Name	Title	Phone
Public land records research for the ALMRS/Modernization Project	Jenny Saunders	Data Integration Section Chief	0534

Rangeland Management

Branch of Physical Sciences, SC-212

Service	Name	Title	Phone
RIPS	Dave Kathman	Watershed Specialist	0145

Branch of Biological Sciences, SC-213

Service	Name	Title	Phone
Rangeland monitoring, SITEFORM	Ned Habich	Range Conservationist	0166
GABS, grazing administration	Leon Pack	Range Conservationist	0156
Vegetation inventory, IDS	Bob Wagner	Range Scientist	0165

Branch of Computer Applications Maintenance Services, SC-342

Service	Name	Title	Phone
ADP assistance for GABS, RIPS, IAM, IDS, and IDSU	David Shaffer	Resource Systems Support Section Chief	6307

Branch of IRM Technical Support and Operations, SC-343

Service	Name	Title	Phone
Computer operations and production, systems software support	Dennis Anderson	IRM Technical Support & Operations Branch Chief	6519

Division of Finance, SC-610

Service	Name	Title	Phone
Billing and collections for GABS	John Vest	Program and Revenue Accounting Section Chief	6346

Records Transition

Division of Project Management, SC-320

Service	Name	Title	Phone
Records Transition Project	Wendy Spencer	Project Manager	6642

Soil, Water, & Air Management

Branch of Physical Sciences, SC-212A

Service	Name	Title	Phone
General soil, water, & air issues	Dan Muller	Soil, Water, & Air Section Chief	7198

Branch of Physical Sciences, SC-212A continued

Service	Name	Title	Phone
Soil and watershed analyses	Al Amen	Soil Scientist	0154
Air quality, climate, weather	Scott Archer	Air Resource Specialist	6400
Instream processes	Jim Fogg	Hydrologist	0539
Water quality	Eric Janes	Hydrologist	0147
Watershed treatments, RIPS user rep., IAM user rep.	Dave Kathman	Watershed Specialist	0145
Waterpower and reservoir resources management	Joe Kuka	Hydraulic Engineer	6635
Geohydrologic investigations	Paul Summers	Geohydrologist	0151
Watershed and ground-water analyses	Steve Swanson	Physical Scientist	8693
Soil and water data coordinator, Water Data Management System user rep.	Margaret Trujillo	Computer Assistant	8037

Technology Transfer Staff, SC-140

Service	Name	Title	Phone
Publications production; graphics, exhibits, and presentation support	Jeff Jung	Staff Chief	6407

Branch of Computer Applications Maintenance Service, SC-342

Service	Name	Title	Phone
Applications support for RIPS, Water Data Management System, IAM, Waterpower and Reservoir Resources System	David Shaffer	Resource Systems Support Section Chief	6307

Branch of GIS Services, SC-344

Service	Name	Title	Phone
GIS support	Gerald Edler	Acting GIS Services Branch Chief	0102

Branch of Mapping Sciences, SC-671

Service	Name	Title	Phone
Cartographic, photogrammetric, and remote sensing support	Fred Batson	Mapping Sciences Branch Chief	6376

Branch of Engineering Services, SC-672

Service	Name	Title	Phone
Engineering support	Larry Hoovestol	Engineering Services Branch Chief	0120

Statistics & Operations Research

Division of Resource Services, SC-210

Service	Name	Title	Phone
Statistical consultation and analysis, decision support systems techniques	Fred Martinson	Operations Research Analyst	0097

Division of Project Management, SC-320

Service	Name	Title	Phone
Statistical consultation and analysis	Mike Garratt	Statistician	0096

Telecommunications Network Management

Branch of IRM Technical Support and Operations, SC-343

Service	Name	Title	Phone
Telecommunications	Ken Wilbert	Telecommunications Manager	6519

Waterpower & Reservoir Resources

Branch of Physical Sciences, SC-212A

Service	Name	Title	Phone
Waterpower and reservoir resource guidance, technical assistance, and coordination	Joe Kuka	Hydraulic Engineer	6635

Wild Horse & Burro Management

Branch of Biological Sciences, SC-213

Service	Name	Title	Phone
Wild Horse and Burro Information System	Dick Stark	Range Conservationist	0157

Wildlife & Fisheries Information System—Special Status Species Tracking (WFIS-SSST)

Division of Project Management, SC-320

Service	Name	Title	Phone
WFIS Project	Phyllis Beierle	Acting Project Manager	3592

Wildlife, Fisheries, & Rare Plants

Branch of Biological Sciences, SC-213

Service	Name	Title	Phone
Wildlife habitat management, threatened and endangered species management	Ray Boyd	Wildlife Management Biologist	6310
Special Status Species Program	Phil Dittberner	Plant Ecologist	1833

Branch of Biological Sciences, SC-213 continued

Service	Name	Title	Phone
WFIS, fisheries habitat management	Jerry Farringer	Fisheries Biologist	0142
Fisheries habitat management and riparian/wetland area management	Don Prichard	Fisheries Biologist	0162

Division of Project Management, SC-320

Service	Name	Title	Phone
Wildlife and Fisheries Information System	Phyllis Beierle	Acting WFIS Project Manager	0163

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To the recipients of this document:

We invite your evaluations, opinions, and comments so that we may improve future versions. Our goal is to make the Directory of Services as useful, informative, and reader-friendly as possible. Please take the time to answer the following questions. Then remove this page and return it to the address printed on the other side. Thanks for helping us out!

1. Did the Directory of Services contain information that was useful to you?
   ___Yes ___No

2. How often do you use the Directory? _____

3. Was the Directory organized for easy use? ___Yes ___No If no, how could it be improved? _____

4. Were descriptions of services clear and easy to understand? ___Yes ___No

5. Was the level of detail in the descriptions appropriate?
   ___Too little detail ___Appropriate detail ___Too much detail

6. Was the information in the Directory reasonably current? ___Yes ___No

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8. Would you say you had more contact with the Service Center as a result of this directory? ___Yes ___No

9. Was the Directory missing any information you would like to see included?
   ___Yes ___No If yes, what? _____

10. Did you encounter any problems in using this Directory? ___Yes ___No
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11. Please rate the Directory on the following:

	Poor	**Fair**	**Good**
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Comprehensiveness			
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Level of detail			
Organization of information			
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